

E-MAIL ALPERSRU 1/97

SUBJ: RECORDING ADDRESS CHANGES IN PMIS/JUMPS

Ref: (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2

Introduction This E-Mail ALPERSRU provides procedures for recording changes of address in the PMIS/JUMPS database.

Background It is important that Coast Guard members maintain an up-to-date home address in the PMIS/JUMPS data base. This is essential as:

- o This address is used for mailing important pay documents (e.g., IRS Forms W-2), for mailing Reserve Commissary Privilege Cards, and for distribution of Coast Guard-wide mailings, e.g., worklife information.
- o For reserve (and retired) members, it is essential that a home address be maintained in PMIS/JUMPS (or the Automated Retired Pay System) for mobilization purposes.
- o Home address information in PMIS/JUMPS is used for various reporting purposes.
- o The home address recorded in PMIS/JUMPS also is used for casualty reporting purposes.

Responsibility For Inputting Home Address Information Into The Data Base Input of home address information into PMIS/JUMPS (and the Automated Retired Pay System) is the responsibility of the following parties:

Member Type	Who does it
Active Duty Members	PERSRU
Reserve Members (except those in a retired or retired-awaiting-pay-at-age-60 status)	PERSRU
Retired Members (including those in a Reserve retired-awaiting-pay-at-age-60 status)	HRSIC (RAS)

SDA II Transactions for Recording Home Address Information

PERSRUs normally use the Change Tax Information event in SDA-II to update home addresses. Other events in SDA-II that allow PERSRUs to update a home address include:

- Change in Dependency/Emergency Data/SGLI
- Change in Housing
- PCS Reporting

The above events enable a user to create an L6EA transaction to update segment 66 of PMIS/JUMPS.

Effective Date

PMIS/JUMPS cannot record a change of address retroactively; a change of address for a given month must be input and processed by the end-month compute cycle in order for the change to be effective that month.

As shown in the following table, the effective date used on the L6EA transaction has an impact on the effective date that the change of address is recorded in PMIS/JUMPS.

If the L6EA transaction effective date is input	and the transaction processes	then the change will be effected in PMIS/JUMPS on the
as the first day of the month	prior to end-month compute of that month	transaction effective date
as the first day of the month	after the end-month compute cycle for that month	first day of the NEXT month
as a date other than the first day of the month		first day of the month AFTER the transaction processes

Note: There are two instances when the L6EA transaction should have a SPECIFIC effective date:

1. When the transaction is submitted as part of an initial accession/ enlistment, the date of accession/enlistment should be used as the L6EA transaction effective date.
2. When the transaction is submitted after a member has separated, the L6EA transaction effective date should be one day prior to the member's separation date.

Compliance
with Postal
Address
Standards

The Postal Service requires that all addresses comply with prescribed postal address standards. The Postal Service publishes a data base of conforming addresses. To ensure that our addresses comply with the postal standards, each month, HRSIC runs all segment 66s (and 78s) through the postal data base.

If the address in segment 66/78	Then
does not agree with postal standards, but closely matches a proper address in the postal data base	a program automatically closes down the segment 66/78 on the last day of the month, and builds a new segment 66/78 with a standard address for the first day of the next month (see example)
complies with postal standards	the address will not be changed
does not agree with postal standards, and does not closely match a proper address in the postal data base	the address will not be changed

Example: Assume a member's address in segment 66 or 78 is shown as P0 Box 555, Long Beach, WA, 98361-0111. In the postal database, zip code 98361-0111 is for Packwood, WA. Therefore, segment 66/78 will be converted to P0 Box 555, Packwood, WA, 98361-0111.

Conversions to postal standards have the potential for creating a problem. The postal database does not recognize that numerous Coast Guard units may reside at a given address. For instance, in Boston, there are several Coast Guard units located at 427 Commercial Street. If you have a single member living in barracks/shipboard berthing, and you want to ensure the member's unit name is recorded as part of the member's address, the unit name must be entered at the BEGINNING of the Street information on the transaction. If you include the unit name at the end of the Street information, or as part of the City/Town information, the monthly postal address

conversion program will delete the unit's name.

Related
Address
Change
Issues

The above procedures apply to updating addresses in segment 66 of PMIS/JUMPS and the SDA-II data base.

There is 3 other key address data fields in PMIS/JUMPS that also need to be maintained:

- o A few members are authorized to have their pay sent to their home address. Segment 66 is not used for check mailing purposes; segment 71 of PMIS/JUMPS is used for this purpose. To update an address in segment 71, the PERSRU must use the Payment Option Election event in SDA-II to generate an L6GA transaction.
- o Segment 66 is not used for mailing allotments or U.S. savings bonds. Segment 76 is used for mailing allotments, and segment 78 is used for mailing bonds. To update an address in segment 76 or segment 78, the PERSRU must use the Change Allotment Address event in SDA-II to generate an L67/P800 transaction.
- o HRSIC maintains a Coast Guard unit file which stores the address of all active Coast Guard units. Changes to a unit's address are to be reported using Form CG-4183 (Change of Mailing, Freight, and Billing Address). A copy of the CG-4183 is to be submitted to HRSIC (MAS). Upon receipt, HRSIC (MAS) will update the Coast Guard unit file. If a unit address change results in the unit's zip code changing, the PERSRU will need to record the new unit zip code in PMIS/JUMPS VHA and CONUS COLA segments (31, 34, and 35) for each member assigned to the affected unit. The Start/Resume Pay and Allowances event is used in SDA-II to generate the applicable L67/P607 transaction for updating CONUS COLA segment 31; the Change BAQ/VHA event is used in SDA-II to generate the applicable L67/P606 transaction for updating VHA segment 34/35.

PERSRU
Action

PERSRUs shall remind personnel of the importance of keeping their address information up-to-date. This is essential to ensure timely and accurate delivery of important documents (W-2s and savings bonds), and for casualty reporting purposes.

Upon reporting aboard, members should supply their new mailing address on CG HRSIC-2005 (PCS

Reporting Worksheet), and CG HRSIC-2060 (Bond Worksheet), per reference (a).

Members should be advised to verify block 22 of their LES each month, and if their mailing address is incorrect, submit a CG HRSIC-2025 (BAQ/VHA Housing Worksheet) or CG HRSIC-2055 (Reserve Information Worksheet) to their PERSRU.

Questions

Questions should be referred to the HRSIC Customer Service Team at (913) 357-3540.

Released by

/s/
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Executive Officer